

Utility Meter Error Alert

Dear [Customer Name],

We are writing to inform you of an error detected in your utility meter readings for the month of [Month/Year]. Our records indicate that there may have been an issue with the accuracy of your meter, which could affect your billing.

Please review your recent usage and contact our customer service team at [Customer Service Phone Number] or [Customer Service Email] to resolve any discrepancies.

We apologize for any inconvenience this may cause and appreciate your prompt attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]